

**NOTICE TO PROFESSIONAL SERVICES FIRMS REGARDING A REQUEST FOR  
QUALIFICATIONS AND LETTERS OF INTEREST****October 21, 2021**

The **City of Memphis, Tennessee** an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional services firm to provide Right-of-Way appraisal services related to construction of Holmes Road, from Mill Branch Road to Tchulahoma Road, PIN 107040.00. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant firm must be on TDOT's list of pre-qualified Appraisal Consultants or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Provide Right-of-Way Appraisal Services

Firms may request consideration by submitting a letter of interest along with qualifications to **Kimley-Horn and Associates, 6750 Poplar Avenue, Suite 600, Memphis, TN 38138 ATTN: Drake Danley**. All letters of interest must be received by **Kimley-Horn and Associates** on or before **2:00 p.m. CDT Friday, November 5, 2021**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment shall be Lump Sum.

**Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest and a statement of qualifications with firm contact information including name, address and e-mail of primary contact. The letters of interest and statement of qualifications shall also include:

- **Work experience in Right-of-Way services on Federal or TDOT project**
- **Professional licensure with the State of Tennessee**
- **Staff capabilities of prime consultant**

From the letters of interest, the City of Memphis will select up to four (4) qualified firms to submit Phase II qualifications. From this list, contracts may be awarded to the three (3) top-ranked firms to perform the services.

**Phase II Evaluation**

The **City of Memphis** will evaluate the submittals on the following criteria (relative weight):

- a. Firm experience, credential and staff qualifications and availability **(50%)**
- b. Past experience in the required disciplines with the City and/or other agencies and demonstrated ability to meet schedules without compromising sound engineering practice **(25%)**
- c. Evaluations on prior projects of similar nature, if available **(5%)**
- d. Knowledge of Federal and TDOT requirements for Right-of-Way Acquisition Services, **(20%)**

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Memphis. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.